

The Board of Trustees of the North Canton Public Library held a Regular Meeting on Monday, December 19, 2022, at the Library. Mrs. Beinlich called the meeting to order at 4:31 p.m., with the following members present: Mrs. Beinlich, Mr. Fatzinger, Mr. Harris, Mrs. Mallamaci, Mrs. Pellegrino, and Mr. Streb. Mr. Griffith arrived at 4:35 p.m. Staff present: Andrea Legg, Kelly Boggs, Mike Souza, and Christina Weyrick.

#### **Approval of Agenda:**

Mrs. Beinlich asked if there were any changes to the meeting agenda as presented. Mrs. Boggs requested the addition of an executive session.

**Mr. Fatzinger moved and Mr. Streb seconded** to approve the presented agenda with the addition of an Executive Session. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Harris, Mrs. Mallamaci, Mrs. Pellegrino, and Mr. Streb.

2022:090

#### **Approval of Minutes:**

Mrs. Beinlich asked if there were any corrections to the minutes presented from the November 21, 2022 Regular Meeting. There were none.

**Mrs. Mallamaci moved and Mrs. Pellegrino seconded** to approve the minutes of the November 21, 2022 Regular Board meeting.

2022:091

Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Harris, Mrs. Mallamaci, Mrs. Pellegrino, and Mr. Streb.

#### **Report of the Fiscal Officer:**

Mrs. Boggs reviewed the financial reports for November 2022 (copies attached) along with her Fiscal Officer's report (attached). The cash balance in all funds at the end of the month was \$3,553,860. Monthly revenues for all funds were \$153,433, and year to date revenues for all funds were \$2,718,270. Monthly expenses for all funds were \$221,466 and year to date expenses for all funds were \$2,234,901. An interfund transfer of \$500,000 was made from the General Fund to the Permanent Improvement Fund. Mrs. Boggs presented the investment reports and the lists of checks written for the month. Status reports, a list of payments, the investment report, and the Public Library Fund (PLF) reports were presented and accepted by the Board to be filed for audit (all copies attached).

### Gifts:

The following gifts/sponsorships were received during the month of November.

- City of North Canton donated \$8,000 for Winterfest Sponsorship
- Memorial donations for Kenneth Stephen:
  - \$100 from Matthew Mogus
  - \$50 from Bob and Sue Platt
  - \$30 from Sheila and Larry Kelley
  - \$50 from Curtis and Ilona Catron
  - \$50 from the Joe Baker Family

**Mr. Fatzinger and Mr. Streb seconded** to accept the gifts as listed with much appreciation. 2022:092

Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, Mrs. Pellegrino, and Mr. Streb.

### Report of the Director:

Mrs. Legg reported on the Statistics for November, along with her **Director's** report (attached). She also presented a Year in Review report and announced that the Library's grant application for a competitive LSTA grant was approved. NCPL is one of six libraries in Ohio to receive the grant. This Aging Well with the Library grant will provide \$8,331 for program services and special library collections for seniors in the community. The Board members congratulated Mrs. Legg and thanked her for her work on the grant.

### Committee Reports:

#### Art:

The current show is the Paris Township Collection by Sally Lytle, and will be exhibited through January 21, 2023.

#### Building:

Mrs. Legg requested that a meeting be scheduled for January. A poll will be sent out.

Budget & Finance:

Mrs. Boggs informed the Board that the aforementioned grant will require its own fund, so approval is needed for accepting the grant and setting up a fund to fulfill the accounting requirements.

**Mr. Griffith moved and Mr. Harris seconded to accept grant funds in the amount of \$8,331 for the "Aging Well with the Library" competitive grant awarded by LSTA and to approve expenditure of local matching funds in the amount of \$2,777.** 2022:093

Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, Mrs. Pellegrino, and Mr. Streb.

**Mrs. Mallamaci moved and Mr. Streb seconded to establish Special Revenue Fund 2003 for the "Aging Well with the Library" grant and to amend the 2023 Permanent Appropriation to include expenditures from the new fund of \$4,377 for Services and \$3,954 for Library Materials.** 2022:094

Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, Mrs. Pellegrino, and Mr. Streb.

Personnel:

Mrs. Pellegrino moved and Mr. Streb seconded to hire Erin Gelal as a regular part-time Library Associate at an hourly rate of \$14.75, effective December 5, 2022. 2022:095

Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, Mrs. Pellegrino, and Mr. Streb.

Strategic Planning: none

Nominating: none

Negotiating: none

Records Retention: none

**Communications:**

Clearmount Elementary School sent a thank you note for providing a donation tree.

**Old Business:**

Employee Handbook Update - In November, a proposed update to the Social Media section of the Employee Handbook was discussed. Mrs. Legg incorporated the changes discussed and brought the proposed updated forward for further discussion. A few more changes were suggested and the Board verbally approved the handbook update. No vote is needed, as it is not a Board policy.

FFCRA Leave Policy – Mrs. Legg reviewed the history of the FFCRA policy and reminded the Board that continuation of the policy has been approved several times in six-month increments. She proposed that the policy remain in effect until the Ohio Department of Health lifts its isolation recommendations for individuals who test positive for COVID-19. However, the Board was not in favor of further continuation of the policy, so it will end on December 31, 2022. Mrs. Legg will rework the current COVID procedures and flow chart and may be able to provide work from home options for employees who do not have regular sick time.

**New Business:**

2023 Staff Development Day – Mrs. Legg would like to close the library for a Staff Development Day on Monday, October 9, 2023.

Mr. Streb moved and Mr. Fatzinger seconded to close the library on Monday, October 9, 2023 for a Staff Development Day. 2022:096

Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, Mrs. Pellegrino, and Mr. Streb.

The Library as a Passport Acceptance Facility – Mrs. Legg received correspondence indicating that we can move forward with opening the library as a passport acceptance facility, which will both fill a community need and provide a new revenue stream. A private room with locking files is needed. Mrs. Legg shared a picture of a study pod another library is using for this purpose. This room could also serve as off-desk space for the adult and teen department. The Board members liked this concept and were in favor of seeking funding from a library partner.

**Staff Presentation:** Mike Souza, Librarian, presented the Weiss Financial Ratings database. The Library recently purchased a subscription to this service, which can be used by library patrons both inside the library and at home.

**Public Presentation:** none

**Next Meeting:**

Since the 2023 meeting schedule is not yet approved, there was a need to set the date for the 2023 Organizational and Regular meetings in January.

Mr. Griffith moved and Mr. Harris seconded to hold the 2023 Organizational Meeting and next regular Board meeting on Monday, January 16, 2023 beginning at 4:30 p.m. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, Mrs. Pellegrino, and Mr. Streb.

2022:097

**Executive Session:**

Mrs. Mallamaci **moved and Mr. Streb seconded** to adjourn to executive session at 5:42 p.m. to consider the compensation of public employees or officials.

2022:098

Roll Call Vote: Mrs. Beinlich, Yes; Mr. Fatzinger, Yes; Mr. Griffith, Yes; Mr. Harris, Yes; Mrs. Mallamaci, Yes; Mrs. Pellegrino, Yes; and Mr. Streb, Yes.

The meeting returned to **regular session** at 5:51 p.m.

**Resolution following Executive Session:**

Mrs. Pellegrino **moved and Mr. Harris seconded** to approve the payout of two weeks' accrued vacation time at her regular rate of pay to Kelly Boggs, Fiscal Officer, based on her inability to take time off due to current staffing circumstances in the Fiscal Office.

2022:099

Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, Mrs. Pellegrino, and Mr. Streb.

**Adjournment:**

Mrs. Pellegrino **moved and Mr. Fatzinger seconded** to adjourn the regular meeting at 5:52 p.m.

2022:100

Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, Mrs. Pellegrino, and Mr. Streb.

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Nancy Beinlich, President

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Daniel Griffith, Secretary